



Pan Africa ILGA
International Lesbian, Gay, Bisexual, Trans and Intersex Association

JOB TITLE: PROGRAMME MANAGER

ABOUT PAI

Pan Africa ILGA (PAI) is a pan-African network of LGBTI reorganizations dedicated to the promotion and protection of LGBTI rights in Africa. PAI is looking for a suitable candidate to fill the position of Programme Manager. This position provides an opportunity to manage and support exciting programme initiatives and campaigns on LGBTI human rights in a stimulating, multicultural and dynamic environment. The position is based in PAI Secretariat in Johannesburg, South Africa and involves travel across Africa and other parts of the world.

PURPOSE OF JOB:

To manage the Programmes Service Area. To be responsible, in conjunction with the Executive Director for capacity and organisational development of PAI and its membership. To develop and implement operational plans for the achievement of the relevant tasks in the work programs in line with PAI Strategic Plan 2015-18.

REPORTS TO: Executive Director

KEY RELATIONSHIPS: Management Team

Relationships with Colleagues

PAI values creative and inclusive approaches to work and management that have been achieved through cross-service area working and participation of staff at all levels in the organisation. Staff have line management arrangements and specific key relationships which are detailed in their job descriptions but will also need to work collaboratively with their colleagues in order to achieve their agreed targets and outcomes to the required standards.

MAIN TASKS

Strategy and Policy Development

- To provide strategic advice to the Executive Director and sustain relations with donors on funding for LGBTI movements in Africa
- To translate identified needs of African LGBTI movements and political developments into effective capacity building/movement building strategies

- To develop advocacy strategies at African level to advance human rights of LGBTI people.

Capacity and Organisational Development

- To identify and advise the Executive Director on new areas of organisational development, informed by developments in the LGBTI and human rights landscape globally
- In conjunction with the Executive Director, to develop and implement a fundraising strategy and prepare fundraising submissions to ensure sustainability of the work of the organisation
- In conjunction with the Executive Director, to develop strategies and programmes to ensure the capacity of PAI as an organisation to achieve its strategic objectives
- To manage re-granting schemes and ensure regular assessment of re-granting activities
- To develop strategies and programmes – based on needs and in a culturally sensitive manner – to ensure the capacity of LGBTI organisations in the African region
- To lead on the organisation of PAI’s annual conference
- To monitor and control the programmes in order to achieve the stated objectives in the most effective and efficient way, on time and within the agreed budget.
- To prepare proposals for annual work programmes capable of meeting these objectives
- To be accountable for the achievement of the agreed Programmes inputs into the annual work programmes

External Relations

- To work with the ED to establish and maintain effective working relationships with key partners including NGOs, governments, intergovernmental organizations, human rights bodies and experts, journalists and funders
- Ensure the appropriate representation of PAI and co-operation with relevant external bodies, including the African Commission, the UN, and the AU
- Working closely with international, regional, national and local civil society organizations and activists through formal and informal coalitions.
- To prepare reports, discussion papers, briefs and other documents appropriate for presentation to a variety of audiences
- To develop and maintain a high profile for PAI in the areas covered by the Programmes service area, including through the media

- To ensure effective co-operation with other NGO networks, and other relevant organisations, working at the AU, African Commission and Africa-wide.
- To attend relevant meetings, conferences etc and to prepare and give presentations related to the work of PAI as required
- To implement sub-granting programmes and contribute to review and development in line with strategic development of the organisation

Organisational Management

- To be accountable for the implementation of the annual work programmes in agreed areas
- To develop and implement effective communication systems that ensure the timely flow of information from the service area throughout the organisation and facilitate cooperation and consultation with members
- To prepare reports, discussion papers, briefs and other appropriate documents for meetings of the executive board, annual conference and other internal meetings

Financial Management

- To manage the finances of the policy service area in order to deliver the agreed work programmes within available resources
- To prepare budgets, progress reports and financial monitoring information for internal purposes and for funding organisations

Performance Management

- To develop, implement and manage systems for tracking whether the programmes service area and delegated elements of the work programmes are on target to deliver the agreed objectives.
- To develop, implement and manage systems for monitoring the effectiveness, efficiency, quality and equality of the programmes service area's work and to bring forward proposals for continuous improvement.
- To ensure that the staff managed understand the individual contributions required in achieving the annual work programme and how their performance will be appraised against agreed objectives

Staff Management

- To be responsible for the management and development of staff working in the Programmes service area, including setting objectives and targets, providing supervision and guidance, and conducting regular appraisals of performance against objectives.
- To be responsible for the day to day supervision and management of volunteers seconded to the programmes service area
- To ensure that all staff managed have a personal development plan, that training needs are identified, and relevant training received.
- To manage programmes in such a way as to take account of all practical and cultural considerations and ensuring that everyone involved is clear about their contribution and role
- To implement and maintain appropriate policies and procedures, consistent with the Human Resources strategy
- To be responsible, in conjunction with the Executive Director for the recruitment, appointment, retention, reward, fair treatment and discipline of Service Area staff under the organisation's agreed policies and procedures

General

- The jobholder may deputise for the PAI Executive Director in their absence.
- Work as part of the PAI staff team in ways that achieve agreed goals and objectives
- To actively participate as a member of the wider PAI team with other employees, volunteers, the staff of ILGA World, and Board members, to promote and achieve PAI's objectives
- To ensure that all activities are carried out with full regard to PAI's policies on diversity and equal opportunities
- To ensure compliance with such laws and regulations as may be applicable to the operations of the Service Area
- To undertake all duties in compliance with health and safety regulations and legislation
- To undertake other duties that may be reasonably required from time to time.

EXPERIENCE AND QUALIFICATIONS

- Be a degree holder in Social Sciences, Human Rights and International Development, Law or any other relevant degree
- At least 5 years of direct involvement with LGBTI activism at the regional and/or international level
- Prior fundraising experience, including the ability to build relationships with donors, develop proposals, and manage grants
- Have experience in projects' management including projects development, Monitoring, Evaluation and Learning and producing quality project/programme reports.
- Experience developing and managing budgets
- Highly ethical and trustworthy
- Excellent strategic thinking, decision-making, and problem solving skills
- Ability to travel internationally and to work flexible hours (including early mornings and late evenings) to accommodate time differences with Board members, grantees, funders, etc.
- Strong relationship building skills, including ability to work competently with activists and donors from different regions, cultures, languages, and identities
- Ability to work independently as well as part of a team
- Solid computer skills, including using word processing and spreadsheet software, and the ability to work with others online and to engage in social media
- Strong written and oral communication skills in at least one of the PAI's working languages (English or French), including excellent facilitation and public speaking skills
- Commitment to the work and social justice values of the PAI
- Strong commitment to fulfill tasks and meet deadlines
- In addition, it would be desirable for candidates to:
 - Be able to communicate and write in one of the PAI's other application languages (Arabic or French).
 - Be innovative with experience starting new projects or organizations
 - Have direct experience managing and reporting on grants for human rights work

- Authorization to work and live in South Africa is required.

HOW TO APPLY:

Remuneration will be in line with the set procedures of the organizations and the experience and qualifications of the candidate. Interested candidates are requested to submit a CV with 3 references, salary expectations with a 1 page motivational letter explaining why you are a good candidate for the position by email to: admin@panafricailga.org. Please use “Programmes Manager” as the subject of your email. Only complete applications will be reviewed. Deadline for submission of applications is February 12, 2017.